

Roberta Patten
Board of Regents Chair



Dr. Martin Ahumada
College President

SAN CARLOS APACHE COLLEGE

HUMAN RESOURCES

1 San Carlos Ave., Bldg. 3

P.O. Box 344

San Carlos, Arizona 85550

(928) 475-2016 ♦ Fax (928) 475-2018

JOB POSTING

Computer Information Systems Faculty

POSITION TITLE: Computer Information Systems Faculty

Vacancy Announcement No. #23-02

WORK LOCATION: San Carlos Apache College, Main Campus in San Carlos, AZ

DEPARTMENT: Academic Affairs

REPORTS TO: Vice President of Academic Affairs

DEADLINE: Open Until Filled (Opened 1/25/2023)

Essential Responsibilities: Essential responsibilities and duties may include, but are not limited to the following:

Provide leadership in the development and maintenance of degree programs in Computer Information Systems

Shall have the willingness to develop and teach courses in a variety of formats as needed, including face-to-face, hybrid, and online

Shall serve as a mentor for adjunct faculty members and will be required to demonstrate a commitment to student success and teaching excellence

Evaluate the performance of students and communicate with them in a timely manner

Keep accurate records and submit grades and other reports on time, develop and update syllabi as needed

Responsible for creating course plans to facilitate the achievement of course outcomes

Perform the work outlined in the ANA "Pathways to STEM Careers for the San Carlos Apache Tribe" objective work plan

Shall make recommendations regarding academic matters to the College's administration

Establish and maintain contact with student advisees and participate in community outreach, and student recruitment

Be responsible for grant management, new program development, etc.

- Participates in the ongoing assessment of courses and programs and in college-wide student success initiatives

- Actively contribute to the development and carrying-out of orientation and other required institutional meetings
- Other duties as assigned

Qualifications:

- Outgoing, friendly, people-oriented skills are required
- Positive energy required
- Excellent verbal communication and public speaking skills are required
- Ability to successfully work with a diverse student population and colleagues
- Decision-making ability required
- Initiative and ability to work independently
- Listening and interpersonal skills

Education, Experience, & Licensing Requirements:

- Successful completion of study in accredited college or university that led to a Master’s Degree or higher degree that included a major field of study in Computer Information Systems, Information Technology Management or a closely related field.

NOTE: Applicant must submit a copy of all college transcripts to meet positive education requirements.

In addition to meeting the basic education, experience, and licensing requirements, candidates must have had three (3) years of specialized experience.

Specialized experience in information technology in a college setting or in a job related field. *Examples of the type of experience that will be credited are shown under "essential responsibilities."*

- Knowledge, experience, and comfort working in higher education or an academic environment
- Ability to provide outstanding quality customer service and support to SCAC and all stakeholders
- Driver's license required.
- Ability to pass a pre-employment background check
- Ability to pass a pre-employment drug and alcohol test

Compensation:

52,500.00 Annually

How to Apply:

- Email your application, resume, and cover letter to hr@apachecollege.org
- Human Resource Manager

The San Carlos Apache College follows our Native Hiring Preference Policy
 The San Carlos Apache College is an Equal Opportunity Employer